

**BOSTON CULTURAL COUNCIL
MAYOR'S OFFICE OF ARTS, TOURISM
AND SPECIAL EVENTS**

Boston City Hall / Room 802

T 617.635.3911

F 617.635.2397

W www.cityofboston.gov/arts

**BOSTON CULTURAL COUNCIL GRANT PROGRAM
GUIDELINES AND APPLICATION
FY07**

DEADLINE: 5:00PM, MONDAY, OCTOBER 16, 2006

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The Mayor's Office of Arts, Tourism and Special Events is responsible for advancing the arts, tourism and culture in the city of Boston by providing advocacy, support, promotional and technical assistance, and by producing special events and public celebrations that reflect the city's rich diversity.

Boston Cultural Council

The Boston Cultural Council (BCC), under the umbrella of the Mayor's Office of Arts, Tourism and Special Events, annually distributes funds allocated by the Massachusetts Cultural Council, a state agency, to support innovative arts, humanities and interpretive sciences programming that enhances the quality of life in our City.

The BCC is currently comprised of 10 Boston residents appointed by Mayor Thomas M. Menino to serve for up to six years each. Council members are selected on the basis of their demonstrated commitment to Boston's cultural community and their knowledge of particular disciplines. The BCC annually reviews applications during a series of fall meetings conducted to evaluate the overall quality of proposed programming and its potential benefit to diverse audiences in neighborhoods throughout Boston.

The Boston Cultural Council can be contacted by email: Arreen.Andrew@cityofboston.gov. Arreen Andrew, the Grants Administrator for the Boston Cultural Council, can also be contacted by telephone at 617. 635.2437.

Grant Categories

Grants of up to \$5,000 will be made in the following two areas:

A . Programming Grants

To support the annual cultural programming of cultural organizations based in and serving Boston

B . P.A.S.S. (Performing Arts Student Series) Program Grants

To reimburse schools and after-school programs for the cost of admission for students to performances at Boston- based, designated performing arts organizations

Instructions for Application

All proposals must be typed and submitted on the forms provided. Forms should not be bound or stapled. Complete answers must be provided within the stated space allocation. Four copies of the signed application, including one original and three duplicates, and a self-addressed stamped envelope for return of support materials, must be received in the Mayor's Office of Arts, Tourism and Special Events by the deadline of 10/16/2006.

Application Process

All grants are reviewed by the Boston Cultural Council in a series of panel meetings during the months of November, December, and January. The Council will hold a final meeting to vote on grant recommendations. All awardees will be notified by February 2007.

Conflict of Interest

The Boston Cultural Council observes the MCC's Conflict of Interest policy regarding review panels. To ensure that all review panels are free from conflicts of interests, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists will not be permitted to participate in discussions or votes relating to applicants with whom they have an affiliation or relationship.

Reconsideration

An applicant may request reconsideration of a decision on its application if the applicant can demonstrate that the BCC failed to follow published application and review procedures. Such requests must be submitted in writing to the Boston Cultural Council within fifteen (15) days of notification. No reconsideration may be requested due to the amount or a decision made about artistic quality or programming priorities.

FISCAL YEAR 2007 TIMELINE

Late August/Early September

Guidelines Available and Disseminated

Grant Information Workshops:

Thursday, September 7, 2006
12pm -2pm

Boston City Hall – Room 801
Boston, MA 02201

Friday, September 8, 2006
12pm -2pm

BPL / Copley Square Library
700 Boylston St., Boston, MA
Mezzanine Conference Room

Monday, OCTOBER 16, 2006 BY 5:00 p.m.

DEADLINE FOR ALL APPLICATIONS
Boston City Hall, Mayor's Office of Arts, Tourism and Special
Events, Room 802, Boston, MA 02201

November/December 2006 /January 2007

Panels convene to review proposals

February 2007

Programming & PASS grants notification

February/March 2007

Programming and PASS checks available on a
reimbursement basis

Support Materials Requested (Programming grants only)

Programming proposals must be accompanied by the following materials:

- Professional resumes or biographies of key participating artists/humanists/interpretive scientists/cultural administrators
- Selected brochures, newspaper articles and other materials that demonstrate the applicant's ability to successfully complete the proposed programming and serve the community should also be enclosed.
- List of Board membership, including professional affiliation(s) with addresses

Grant Payment

All grants will be paid on a **reimbursement basis**; requests for reimbursement must be accompanied by invoices, cancelled checks, receipts, and/or contracts that document programming expenses as proposed. **Applicants must demonstrate a 4:1 match. The match can include in-kind or donated contributions.**

All recipients of programming grants must submit a final report (simple format will be provided) within 30 days after the end of the applicants' fiscal year in order to be eligible to apply for funding from the Boston Cultural Council in their next eligible cycle.

Further Information

Please read these materials carefully. Given the significant changes in BCC grant guidelines including eligibility, all applicants are strongly encouraged to attend a Workshop Session. Additional questions can be directed to:

Arreen Andrew

617.635.2437

Arreen.Andrew@cityofboston.gov

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BOSTON CULTURAL COUNCIL GRANT APPLICATION Application must be typed

For office use only

FY_____ APPL#_____ Approved_____ AMT \$_____ Disapprove_____

Important: Read the BCC Guidelines before you complete this application. Incomplete forms will not be reviewed. Your completed application with supplemental materials must arrive on or before 5:00 p.m. Monday, **October 16, 2006** to the address listed above.

SECTION A

Applicant Information

Applicant Organization's Federal ID No. ____ - ____ - ____ - ____ - ____ - ____

FY' 07 BCC-Programming

FY' 07 BCC-PASS

Discipline Category (check one)

___ Music

___ PASS

___ Visual Arts

___ Interpretive Sciences

___ Film/Video

___ Folk & Traditional Arts

Legal Status of Applicant (check one)

___01 Nonprofit cultural org

___02 School/After-school Program

___03 Applicants using other Fiscal Agent

Applicant Institution (check one)

___01 Cultural Non-profit

___02 School (PASS)

___03 Out-of-School Program (PASS)

___04 None of the above (please explain)

Total Grant Amount Requested \$ _____

Organization budget for last completed fiscal year \$ _____

Applicant Legal Organization Name

DBA ("Doing Business As" organization name)

Organization Local Address

Organization Mailing Address

City / State

Zip Code

Contact Person

Title

(____) ____ - ____ - ____

Daytime Phone

(____) ____ - ____ - ____

Evening Phone

(____) ____ - ____ - ____

Fax

Email Address

If using a Fiscal Agent, please include the following information.

Name of Fiscal Organization

Contact Person

Title

Address of Fiscal Organization

City / State

Zip Code

(____) ____ - ____ - ____

Telephone Contact of Fiscal Organization

(____) ____ - ____ - ____

Daytime Phone

(____) ____ - ____ - ____

Fax

SECTION B**Budget Information**

Applicant Name _____

Application # _____

Please attach Financial Statement for last completed fiscal year.

Please provide a summary FY06 budget on the form below and attach a detailed FY07 budget breakdown.

Matching Funds for BCC request \$ _____

(4:1 Match may include income from ticket sales, other government, foundation, corporations grants, in-kind, etc.)

Source of Matching Funds

FY07 Operating Budget with astericks (*) notating proposed use of BCC funds

EXPENSES**INCOME**

A Salaries / Fees 1. Artists/Humanists/ Interpret. Scientists _____ 2. Administrative _____ 3. Program Staff _____ 4. Other (Specify) _____ Subtotal Salaries/Fees \$ _____ B Space Rental \$ _____ C Travel \$ _____ D Marketing \$ _____ E Programming Costs including Materials & Supplies \$ _____ F Remaining costs 1. Equipment rental _____ 2. Printing _____ 3. Office Supplies _____ 4. Shipping _____ 5. Postage _____ 6. Utilities / Telephone _____ 7. Insurance _____ 8. Ensuring Access _____ Subtotal Remaining Costs \$ _____ TOTAL FY' 07 OPERATING EXPENSES \$ _____	A Earned Income \$ _____ B Non-Government 1. Corporate / Business _____ 2. Foundations _____ 3. Clubs / Organizations _____ 4. Other (Specify) _____ Subtotal Non Government \$ _____ C Government 1. Other City of Boston sources - please list \$ _____ 2. Other MCC Programs \$ _____ 3. Federal Sources \$ _____ 4. Other (including state, other LCC's, etc.) \$ _____ Subtotal Government \$ _____ D Applicant Cash \$ _____ E Amount of Request from BCC (requires 4:1 match) \$ _____ F In-Kind Goods and Services \$ _____ TOTAL FY' 07 OPERATING INCOME \$ _____
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SECTION C

Authorized Signatures: The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees to the required acknowledgement will be given to the Massachusetts Cultural Council and the granting Boston Cultural Council, if the application is approved.

Signature _____	Title _____	Date _____
Signature of BCC Chair or Authorized BCC Member _____	Title _____	Date _____

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A. PROGRAMMING GRANTS

Who is Eligible to Apply?

- Non-profit cultural organizations with 501(c) 3 status based in and serving Boston residents.
- Organizational eligibility will be rotated every two years, based on the primary discipline of the organization's programming. In FY07 only cultural organizations whose programming is primarily focused in the following disciplines are eligible to apply: **music, visual arts, interpretative sciences, film/video, and folk/traditional arts**. These same organizations will not be eligible to apply to the BCC in FY08.
- Boston-based groupings of artists, humanists, and/or interpretive scientists jointly working toward common goals, using a fiscal agent, whose work is primarily focused in the disciplines for FY07.

Who is Not Eligible to Apply?

- Schools, community centers, and human service non-profit organizations are **not** eligible for this funding program. Schools and after-school programs may still apply to the PASS program for ticket reimbursement.
- In FY06, cultural organizations whose programming is primarily focused in the following disciplines are **not** eligible to apply: **dance, theatre, literary arts, humanities, and multi-discipline**. These same organizations will be eligible to apply to the BCC in FY08.

Please Note: These Boston Cultural Council Grants are for the cultural organizations year-round programming, not project grants.

To Apply

Please answer the following questions in no more than 3 pages total (3/4" margins; font no smaller than 11 pt.). Additional narrative pages will not be considered:

1. Please describe the mission of your organization.
2. Please provide an outline of your programming plans for FY07. Be as brief yet specific as possible. Include description of programming, schedule, venues, #'s and demographics of audiences served.
3. List key artistic/humanistic/interpretive science staff and briefly describe their training, experience and qualifications.
4. Given the current fiscal climate please provide evidence of your administrative and fiscal capacity to provide this program.
5. How do you serve members of under-served Boston community(ies)? Example: Take programming into under-served communities' sites; facilitate access to your programming for residents of those communities, provide programming that is free and accessible to the public, play a role in community economic development? Please describe your specific plans.
6. Describe highlights of your efforts in FY06-07 to strengthen the fiscal viability of your organization.

Please compile narrative to completed application and budget forms, and requested support materials.

Please make sure that the narrative and budget reflects the cultural organization's year-round program.

Review Criteria

Each of these criteria will be given serious consideration in the Council's deliberation:

- Quality of artistic/humanistic activities as indicated by training and professional experience of participating artist/humanists, programming choices, critical reviews, etc. as documented in supporting materials
- Extent and quality of the public benefit component of proposed programming
- Demonstration of thoughtful planning, clarity of purpose including accurate details in proposal, and management capacity

APPLICATION CHECKLIST FOR PROGRAMMING GRANTS

Organizations can submit ONLY 1 proposal per funding cycle

- ☐ 1 Signed Original Application (Section A), plus three (3) copies.
- ☐ 4 copies of 3-page narrative
- ☐ 4 copies of completed budget form (Section B & C)
- ☐ 1 Set of support materials
- ☐ Self-addressed stamped large envelope (if you wish to have your support materials returned)

Please be advised that MOATSE cannot be responsible for lost items. We recommend that you keep copies for your own records.

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B. P.A.S.S. PROGRAM GRANTS

The Performing Arts Student Series (PASS) Program provides funds to reimburse for the cost of admission for Boston students to Boston performing arts venues (museum admissions are not eligible).

Who is Eligible to Apply to the PASS Program?

PASS Program applicants include Boston public, private, and parochial schools and out-of-school programs, including community/ neighborhood centers , PTA/PTOs, and civic organizations.

To Apply

Prior to submitting a PASS grant request to the Boston Cultural Council, applicants must contact the proposed performing arts organization directly to make all necessary arrangements, including reservation and payment schedule.

PASS funds are for reimbursement for admissions by students to performing arts events in Boston. Specific information regarding the proposed performance site, participating artist/cultural organization, ticket price, number of students attending, and total amount of request is required at the time of application. Incomplete applications will not be considered.

Only pre-approved performing artists and cultural organizations that are based in Boston are eligible. Ticket prices may not exceed \$12 per student; if the cost of admission is more than \$12, no portion of the ticket may be reimbursed.

Due to funding constraints, only one application per school/organization will be considered. A maximum of 50 ticket admissions can be included in each PASS application, with a maximum grant of \$500 per application. PASS grants cannot pay for transportation.

Please complete the BCC grant application, Sections A & C, also please answer the following questions in a total of one page or less:

1. Why did you select this group of students to attend this performance?
2. What is the educational purpose of this field trip? Cultural? Linked to curriculum? Please explain.

APPLICATION CHECKLIST FOR PASS PROGRAM GRANTS

- ☐ 1 Signed Original Application (Section A and C only – do not submit Section B–budget), plus three (3) copies.
- ☐ 4 copies of 1 -page narrative
- ☐ Confirmation of reservation from performing organization/venue

NOTE: Please be advised that MOATSE cannot be responsible for lost items. We recommend that you keep copies for your own records.